

DEPARTMENT OF CONSUMER PROTECTION
JOB OPPORTUNITY
LOTTERY DRAWING OFFICER
GAMING DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT
Job Posting No's: 103563
Hours: Part time / 20 hours per week / 4 hour shifts
Salary: \$20.53 per hour (NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM)
Closing Date: October 31, 2014; 4pm, no exceptions

Position Description: In the Department of Consumer Protection, this class is accountable for ensuring the integrity of lottery drawings.

Minimum Qualifications Required Knowledge, Skills and Abilities:

Working knowledge of physical security systems, techniques and procedures; knowledge of relevant agency policies and procedures; basic knowledge of lottery rules and regulations applicable to lottery drawings; interpersonal skills; oral and written communication skills; ability to apply judgment and discretion; ability to utilize computer software.

EXPERIENCE AND TRAINING:

General Experience: One (1) year of experience in the enforcement of security regulations.

Preferred Experience: Experience in monitoring and auditing procedures.

SPECIAL REQUIREMENTS:

1. Incumbents in this class may be required to possess and maintain a valid Motor Vehicle Operator's license.
2. Incumbents may be required to travel.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

PHYSICAL REQUIREMENT: Incumbents must have general good health and retain sufficient visual and auditory acuity required to perform all the duties of the class.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: <http://das.ct.gov/cr1.aspx?page=27>) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services/SMART Unit
165 Capitol Ave, 5th Floor East
Hartford, CT 06106

Confidential Fax: (860) 622-4921 (preferred method of submission)
OR

Email to DAS.HR.SMART@ct.gov, MUST include LDO 103563 (last name) in subject line.

Applications must be received by the closing date above. Incomplete application packages will not be considered. Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.